

Temporary Assistance (TA) Applicant Assessment Instructions

This abbreviated assessment is completed by the Temporary Assistance (TA) applicant to assist in analyzing the current situation and determine actions to take while awaiting the decision of TA eligibility. The “full” Toolbox 2.0 Assessment is not required until or unless the applicant becomes a recipient.

The case managers or other staff person administering the “TA Applicant Assessment” is required to read the first paragraph to all applicants who are being served for Immediate Engagement (IE) and schedule a “next appointment” during the recipient phase. The applicant is required to fully complete this assessment and sign it to be in compliance with IE.

This abbreviated assessment will also require less recording in Toolbox 2.0. However, the following information regarding the applicant’s current status must still be completed (if applicable):

- Employment
- Education
- Childcare
- Transportation
- Domestic Violence Restriction

After the “TA Applicant Assessment” is completed, it must be signed by the TA applicant. A copy is given to the applicant and the original is retained in the “hard” file.

Toolbox 2.0 Instructions

If Question #1 “Do you have a job?” and/or if Question #2 “Do you get paid for work you do?” is answered “Yes”, complete the ‘Work History’:

1. Click on the ‘Assessment’ icon.
2. Click the ‘Employment’ tab.
3. Click the “Green check mark”.

The screenshot shows the 'Assessment - AMANDA J ABBOTT (#12-## 8757)' window. The 'Employment' tab is selected. The 'Employment History' section contains a table with columns for Employer, City, and St. The first entry is 'home depot' in 'gladstone' MO. Below the table, the 'Job Title' is 'cashier', 'Start Date' is '11/01/02', 'End Date' is '06/01/03', 'Months' is '7', 'Pay' is 'Hourly', 'Salary' is '10.35', and 'Hrs. Wk.' is blank. The 'Job Description' is 'was a cashier and then i worked in the office up front answering the phones'. A green checkmark icon is visible next to the job description. The 'Current Employment' section shows 'Currently Working' as 'Not Work...', 'When are you able to work' as a calendar icon, 'Looking for work' as a dropdown, and 'Type of work' as a text field. The right side of the window contains sections for 'Job Seeking Skills' and 'Job Keeping Skills' with various input fields and dropdowns.

4. Complete the pertinent information in the pop-up box.

The pop-up box is titled 'Employment' and contains the following fields: 'Employer Name' (home depot), 'ID' (blank), 'Address' (blank), 'City, St, Zip' (gladstone MO), 'Start Date' (11/01/02), 'End Date' (06/01/03), 'First Check Date' (blank), 'Type' (dropdown), 'Pay Frequency' (dropdown), 'Salary Amount' (blank), 'Verified Employment' (radio buttons for Verified and Unverified), 'Reason For Leaving' (Fired), 'Verified Termination' (radio buttons for Verified and Unverified), and a 'Close' button.

If Question #3 “Are you going to school or training?” is answered “Yes” complete the applicable education or training information:

1. Click on the 'Assessment' icon.
2. Click the 'Education' tab.
3. Select 'Yes' from the 'Currently in School' drop-down box.

Assessment Date: 08/03/09 Last Update Date:

Education History

Highest grade completed? Currently in School: No

Would you like to obtain your high school diploma or GED?

Do you have a learning disability?

What did you like about school?

What did you dislike about school?

Are there any training programs you started but didn't complete?

Training Program	Reason for Leaving	Exit Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you interested in more training or skill enhancement?

Describe:

School: galena R2 City: galena State: MO

Major: Degree: Study Area Completion Date:

Print CAP Assessment

Save Cancel

If Question #4 “Do you have someone to watch your child(ren) if you go to work and/or school?” is answered “No” or “Yes” complete below:

1. Click on the ‘Assessment’ icon.
2. Click the ‘Support System’ tab.
3. Select ‘Yes’ or ‘No’ from the “Need child care supportive services” drop-down box.

Assessment - MELISSA DAWN D ABBOTT(###-##-2590) | WILMA MAY (417)841-3360

Employment | Education | **Support System** | Financial Needs | Legal | Screening | Health/Treatment | Basic Skills Tests

Assessment Date: 02/25/09 Last Update Date: 02/25/09

Childcare
Seeker Pregnant: Due Date:
Household include children: Yes
Need child care supportive services to participate in employment/Training activity: No
Describe:

Transportation
What is your transportation? yes
What is your backup plan if primary transport is unavailable? bus
Drivers License
State: Class: Operators
Endorsements: P Status:
What keeps you from owning?

Additional Support Contacts

If Question #5 “Do you have transportation to go to work and/or school” is answered “Yes” complete below:

1. Click on the ‘Assessment’ icon.
2. Click the ‘Support System’ tab.
3. Answer “What is your transportation?” question:

Assessment - MELISSA DAWN D ABBOTT(###-##-2590) | WILMA MAY (417)841-3360

Employment | Education | **Support System** | Financial Needs | Legal | Screening | Health/Treatment | Basic Skills Tests

Assessment Date: 02/25/09 Last Update Date: 02/25/09

Childcare
Seeker Pregnant: Due Date:
Household include children: Yes
Need child care supportive services to participate in employment/Training activity: No
Describe:

Transportation
What is your transportation? own car
What is your backup plan if primary transport is unavailable? bus
Drivers License
State: Class: Operators
Endorsements: P Status:
What keeps you from owning?

Additional Support Contacts

If Question #6 “Do you think participating in a work or educational activity could result in someone in your household becoming abusive or more abusive” is answered “Yes” complete below:

1. Click on ‘Find Seeker’ and ‘Seeker Info’ tab.

Toolbox 2 (Test) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - AZHAR BAGI ABDUL(### ##-8845) | MIRZA BIJEDIC (314)933-7403

Find Seeker **Seeker Info** Des Job Title Edu/Cert Work History Referrals Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

Name: AZHAR BAGI | ABDUL Mailing Address: 3622 PHILLIPS PL Street Address:

Phone Numbers: Home: (314)664-6582 Cell: SAINT LOUIS MC 63116-4609 Email:

Personal Information

Date of Birth: 04/29/1981 Age: 27 Gender: F Citizen: N

☐ In School ☐ Disabled ☐ Searchable ☐ Share resume ☐ Undoc Alien ☐ Deceased

Alien Reg # A 055186717 LEP: Arabic

Veteran Information

Vet Status: N - None Transition: Served From Served To

☐ Recently Separated ☐ Served in Campaign ☐ Print on Summary (Resume) ☐ Service Ended by Disability ☐ Spouse of Deployed Guard/Reserve or spouse deployment ended w/ the past yr

Branch: ☐ Status Verified

Seeker Status

Emp Exchange: Active 10/22/08 Last Update: 10/24/08

Case Management: Active Next Appt: Time:

UI Ben Year Beg Dt: Inactive Next Task: 01/28/09 MQ

App ID: 3103228021 Possible/Actual Enrollments

DCN: 0058168834 Actual-CAP Recipient Mandatory

Two Parent

Services Provided

Date	Type of Service	Employment Counselor
10/22/08	Assessment	MIRZA BIJEDIC
10/22/08	Career Guidance	PATRICIA ALEXANDER

Source: Default Counselor ☐ Partial Seeker ☒ Restricted ☐ Secondary Counselor

Save Cancel

2. Click on ‘Restricted’ to send the ‘Enters Domestic Violence’ alert code to FSD.